

Bureau for Private Postsecondary and Vocational Education

UPDATE

The Status of the Transition from the Council to the Bureau

DCA continues to work with Dr. Miller and staff of the Council for Private Postsecondary and Vocational Education (Council) to provide an orderly transition of the functions of the Council to the new Bureau at DCA. The Council and DCA have worked out arrangements to resolve the issues surrounding temporary approvals and extensions of re-approvals.

DCA also is working with the Council to identify other backlogs and assign staff to assist the Council in reducing or eliminating these backlogs. The backlog of site visits continues to grow; however, DCA is beginning to recruit staff to address this workload.

DCA also is accepting applications for members of the new advisory committee as well as other committees that will assist DCA with a variety of issues.

DCA is working on an emergency regulation package to reduce fees in accordance with Chapter 78, Statutes of 1997 (the new Act). DCA anticipates that this fee reduction will be effective on January 5, 1998.

DCA has a new Web site for the Bureau.

Please read the appropriate articles in this newsletter about these important activities.

Temporary Approvals and Extension of Re-approvals

The Council, in cooperation with DCA, has begun to issue letters to:

- provide initial temporary approvals for applications for new institutions and branches through December 31, 1998;
- provide extensions of temporary approvals for applications from new institutions and branches through December 31, 1998;
- provide initial or additional extensions of re-approvals for institutions and branches through December 31, 1998, that have conditional or probationary approvals and have filed applications for re-approval, where the Council has not conducted a site visit;
- provide initial or additional extensions of re-approvals for institutions and branches through December 31, 1999, that have unconditional approvals, and have filed applications for re-approvals, where the Council has not conducted a site visit;
- provide initial or additional approvals of new branches for all institutions.

The majority of these letters of temporary approvals and extensions of re-approvals have been mailed to the appropriate institutions. If you have filed an application for approval as a new institution, an application for re-approval of an existing institution, or an application for a new branch, and have not received a temporary approval or an extension of re-approval, you should contact the Council immediately to determine the status of your approval.

Status of Other Types of Council Approvals

DCA recently identified a backlog of approvals for short-term seminar

training programs and has just begun to issue letters of initial temporary approval and extensions of temporary approval. These letters should be mailed before the end of the calendar year.

Moreover, Council staff indicates that the processing of changes of ownership, new course approvals and certifications of institutional staff are current. If you have filed an application for approval of this type with the Council and have not received approval, you should contact the Council immediately to determine the status of your approval.

DCA Administers Examination for Educational Specialist

Enclosed with this newsletter is an examination flyer announcing DCA's recruitment for Educational Specialists throughout the State. DCA is requesting that each institution post this announcement at the school in a location where staff will be able to easily access this important information. In addition, DCA would appreciate the circulation of this flyer to the institution's staff to ensure that DCA receives an adequate number of applications for these important positions. Positions will be available throughout the State. Positions will require employees to work on a part-time basis in their geographic area. Candidates will be required to work from their homes and have their own personal computers with appropriate Internet connections.

Candidates for these positions will be required to take and pass a written examination that will measure the candidates analytical and writing skills. DCA may contact candidates for temporary

employment prior to the administration of the examination.

Candidates who are currently employed by institutions may apply. Candidates will be required to disclose any associations with institutions for the past 10 years to avoid conflicts of interest, and will be required to sign a confidentiality agreement to ensure that information acquired as part of a site review of a new or existing institution will not be shared with their current employer (institution).

Appointment of Advisory Committee

Article 4 of the new Act, requires the creation of an advisory committee to advise the Bureau on the Bureau's administration, licensing, and enforcement functions. Members of the committee will be appointed by the Director.

In addition, the new Act allows the Bureau to establish special committees to assist it with implementing the provisions of the new Act.

Enclosed with this newsletter is an application for membership on the advisory committee as well as some of the special committees.

As can be seen from this announcement, DCA has attempted to ensure that institutions and students will be adequately represented. DCA also has included representation from employers and regulatory agencies to provide the

A: perspective of those who employ or receive graduates from the institutions regulated by the Bureau.

To ensure that students are adequately represented, DCA would like each institution to post the enclosed recruitment bulletin for student advocates.

All applicants who wish to serve on the advisory committee or special committees, should provide one or more references to support their application.

DCA will begin accepting applications for these committees immediately. Appointments to these committees should be completed by the end of January.

The first work of the advisory committee and the special school advisory committees will be to develop the criteria

to be used by Bureau staff to determine the adequacy of an institution's proposal to open a new institution or begin a new program of instruction for degree-granting, vocational and non-degree granting institutions and programs.

The first work of the specialty committees will be to assist the Bureau in developing regulations related to registered institutions, high performance institutions, combined application provisions, fee schedules, and the citation and fine program.

Emergency Regulations to Reduce Approval, Re-approval and Annual Fees

The new Act requires DCA to reduce application fees effective January 1, 1998, for approval and re-approval to operate, and the annual fees.

The fees in effect on December 31, 1997, must be reduced as follows:

- by 5% for institutions whose gross revenues are \$1.0 million or more;
- by 10% for institutions whose gross revenues are between \$100,000 and \$999,999; and
- by 15% for institutions whose annual gross revenues less than \$100,000.

Since the Bureau does not have authority to act on these provisions until January 1, 1998, it is anticipated that the regulations to implement these fee reductions will be submitted to the Office of Administrative Law for approval on January 5, 1998.

Enclosed is a listing of the proposed fees effective January 5, 1998:

The Bureau's New Web Site

The Bureau has a new Web site (<http://www.dca.ca.gov/bppve>) effective December 22, 1997. Copies of the new Act, the first newsletter distributed by the Bureau, and this newsletter are available at this site.

The Bureau plans to establish the electronic filing of annual reports, financial statements, applications for approval and re-approval over the next year.

In addition, this site is connected to DCA's Home Page, where you can obtain general consumer information as

well as newsletters and other information published by DCA's regulatory boards and programs.

The Criteria for Approvals and Re-approvals

To ensure that all institutions and programs understand the standards that will be applied by the Bureau when site visits are conducted, DCA has asked its legal staff to determine whether the old Act must be used to conduct site visits for applications submitted prior to January 1, 1998.

Unfortunately, the implications of this issue are quite complex. The legal staff is researching the issue. As soon as they provide an opinion, the Bureau will post on its Web site the policies it will apply to site visits. Details about the review standards for site visits of institutions whose applications were filed prior to January 1, 1998, will be provided to institutions at least two weeks before each site visit is conducted. If, prior to that time, an institutions is interested in knowing the policy that will be applied by the Bureau, it is the institution's responsibility to check the Bureau's Web site.

Q: Do enrollment agreements or any other forms that have the Council's name on it need to be changed to reflect the Bureau's name?

No. DCA does not expect institutions to incur additional expense to make these types of changes.

However, if the institution needs to reprint its enrollment agreement or other type of literature, the institution should make the change from Council to Bureau at that time.

As regulations are adopted, the Bureau plans to revise the forms required to implement the new regulations. At the time regulations are adopted and forms are revised, the Bureau will expect institutions to modify their enrollment agreements and other forms to comply with the new requirements.

The new Act contains many disclosure requirements. Where the Act's requirements are clear on their face the

Bureau will make these requirements known to institutions by publishing these requirements on the Bureau's Web site. Conversely, the Bureau will identify areas where the new Act must be clarified through the promulgation of regulations.

Thus, while it may not be necessary for institutions to reprint forms in order to reflect a change in name from "Council" to "Bureau", institutions may need to reprint their forms in order to comply with disclosure requirements or other provisions of the new Act.

The Bureau does not plan to redesign any forms until regulations are adopted or unless a specific form is creating problems for the Bureau or schools.

Institutions will be notified when any changes to forms or this policy occur.

Q: For institutions that are subject to the Maxine Waters Student Protection Act, do refund calculation formulae on enrollment agreements need to be changed to reflect that refunds must be made within 10 days?

A: No. Although one provision of the new Act requires that refunds must be made within 10 days of a student's withdrawal, the new Act requires that the enrollment agreements advise students that refunds must be made after 30 days. As indicated in the first newsletter, until the Bureau, by regulation or through cleanup legislation, adopts its standards for refunds, the Bureau's policy will be that institutions that provide refunds within 30 days or within 10 days will be in compliance with the law.

Q: Under existing laws and even the new Act, it is not clear where "correspondence schools" will fit in. Can the Bureau clarify this issue?

A: Correspondence or distance learning schools are much like small schools. The types of approvals and rules that will apply to these schools will depend upon the types of programs of instruction offered by these schools. Although the rules may be somewhat different for small schools, correspondence and distance learning schools will be required to comply with the provisions related to degree-granting

programs if degree-granting programs are offered by these schools, and if vocational programs are offered the rules related to vocational programs will apply.

Q: If a new school applied for approval prior to January 1, 1998, will the new lower fee apply to this school retroactively?

No. The fee reductions required by the new Act are not retroactive. Fees will not be prorated and refunded.

Q: Our school applied for a new school approval prior to January 1, 1998. Will we be required to file a new application and pay fees to the Bureau again?

A: No. If an institution filed an application for approval of a new institution or for re-approval prior to January 1, 1998, the institution need not apply again, and additional fees will not be imposed upon the institution for approval or re-approval in this type of situation.

Q: Do hypnotherapy schools fall under Section 94790 as other "similar fields" exempt from Article 7?

A: Section 94790 defines fine or performing arts to include body arts. Section 94790 includes massage and body piercing as body arts. Other "similar fields" must be defined by regulations. Until such time as those regulations are promulgated, the Bureau will not exempt any other types of schools from the Maxine Waters provisions.

However, based on a preliminary analysis, the field of hypnotherapy appears to be most closely associated with psychoanalysis and psychotherapy, and may likely remain associated with these fields of therapy rather than being defined as a "similar field" to the body arts when regulations are adopted.

Many of the **Q&A and Issues** submitted after the Bureau's first newsletter require extensive research. Once this research is complete, the answer will be provided to the institution who submit-

ted the question, and, if appropriate, will be published in the Bureau's next newsletter.

A **Q&A and Issues** form is included with this newsletter and we encourage you to submit your questions to the Bureau. However, it is important that institutions understand that we have serious backlogs, and staff of the Bureau are devoted primarily to hiring new staff, resolving these backlogs and developing new regulations. Therefore, answers to questions may require time to complete our research and may not be answered timely.

Additionally, the Bureau is neither authorized by law nor staffed to review an individual institution's problem or proposed legal position. We are able to provide our current interpretation of the new Act and regulations only where the question appears to be of interest and applicable to several institutions. Moreover, it is possible that the knowledge and experience in the industry that the Bureau gains as it implements the new Act will influence its interpretations. While the Bureau will not change its application of the new Act from the views expressed here without first providing notice to institutions, it is possible that the regulations the Bureau ultimately adopts may differ from the opinions expressed here. For these reasons, institutions are urged to consult with their own legal counsel before making business decisions based on the opinions expressed here, and to frequently access the Bureau's Web site to learn about the Bureau's policies as they are developed.

In keeping with our commitment to provide a quarterly *Update* and provide answers to questions that will benefit schools and students, we have provided a *Q&A and Issue* form that may be submitted to DCA at 400 "R" Street, Suite 1000, Sacramento, CA 95814, Attention: Cindy Thompson.

Q&A and Issues for the Bureau's Update

We are concerned about the following issue and would like the Bureau to provide more information concerning this issue in the next issue of its *Update*:

We would like the following question(s) researched and answered in the next issue of the Bureau's *Update*:

I may be contacted at _____ to obtain clarification on the
(Area Code and Telephone #)
nature of the issue or clarification of the question by staff of the Bureau.

Dated: _____

Signature

Please Print Name

PROPOSED FEE SCHEDULE

• For institutions whose gross revenues are:	\$1.0 million or more	\$999,999 to \$100,000	Under \$100,000
<i>Degree Granting Institutions/Programs:</i>			
<i>New or reapprovals:</i>			
• Application with up to five degree programs	\$4,275	\$4,050	\$3,825
• Each additional program	\$ 95	\$ 90	\$ 85
• One course of instruction	\$ 950	\$ 900	\$ 850
• Each additional course of instruction	\$ 95	\$ 90	\$ 85
<i>Changes to an Approved Course or Institution:</i>			
• Addition of a degree title	\$ 238	\$ 225	\$ 213
• Addition of a degree program	\$2,375	\$2,250	\$2,125
• Addition of course of instruction subject to the Maxine Waters Act	\$ 950	\$ 900	\$ 850
• Addition of a course of instruction	\$ 380	\$ 360	\$ 340
• Change of main location	\$ 285	\$ 270	\$ 255
• Change of branch location	\$ 95	\$ 90	\$ 85
• Change of ownership	\$4,275	\$4,050	\$3,825
<i>Vocational or Non-Degree Institutions/Programs:</i>			
<i>New or reapprovals:</i>			
• Application with up to five course of instruction	\$ 950	\$ 900	\$ 850
• Each additional course of instruction	\$ 95	\$ 90	\$ 85
• One course of instruction subject to the Maxine Waters Act	\$ 950	\$ 900	\$ 850
• Application for non-profit public benefit corporation	\$1,140	\$1,080	\$1,020
<i>Changes to an Approved Course or Institution:</i>			
• Addition of course of instruction	\$ 380	\$ 360	\$ 340
• Addition of course of instruction subject to the Maxine Waters Act	\$ 950	\$ 900	\$ 850
• Change of main or branch location	\$ 285	\$ 270	\$ 255
• Change of ownership	\$ 950	\$ 900	\$ 850
<i>Short Course Institutions/Programs:</i>			
• Application for a short course institution	\$ 665	\$ 630	\$ 595
• Addition of a site	\$ 380	\$ 360	\$ 340
• Change of main location	\$ 285	\$ 270	\$ 255
• Change of branch or satellite	\$ 95	\$ 90	\$ 85
• Change of ownership, for one site	\$ 665	\$ 630	\$ 595
• Change of ownership, for more than one site	\$1,425	\$1,350	\$1,275
<i>Annual Fees:</i>			
<i>Degree Granting, Vocational/Non-Degree Granting and Short Course Institutions/Programs:</i>			
• Annual gross revenue x	.0057	.0054	.0051
Minimum	\$ 665	\$ 630	\$ 595
Maximum	\$4,750	\$4,500	\$4,250
<i>Religious Exempt Institutions</i>	\$ 95	\$ 90	\$ 85

RECRUITING NOW!!
*****PRIVATE POSTSECONDARY EDUCATION SPECIALIST*****
SALARY STARTS AT (\$19.41 PER HOUR)

The Department of Consumer Affairs, Bureau for Private Postsecondary and Vocational Education is recruiting to fill Private Postsecondary Education Specialist positions on a permanent intermittent basis. These positions are responsible for *reviewing degree granting, vocational and non-degree granting programs and institutions and making recommendations to issue or deny approvals to operate.*

Read the position requirements below to see if you qualify and are interested in such a position! Upon receiving your resume and determining that the following requirements have been met, you will be notified of specific oral interview and/or written examination dates.

POSITION REQUIREMENTS



EDUCATION: A bachelor's degree. Preferably the bachelor's degree should be supplemented by an earned master's or doctorate degree, granted by an accredited or Bureau approved postsecondary education institution under the provisions of California Education Code Section 94310; and ...

EXPERIENCE: Two years of professional administrative experience in one or a combination of postsecondary education agencies or institutions including accredited or Bureau approved institutions and professional institutions such as a college board, an accreditation association, or higher education program regulatory authority (such experience must have been gained by working in one or more different education program or service areas including curricula, student services, financial aid, admissions, vocational education or related programs).

Or

Three years of full-time experience teaching at an accredited or Bureau approved postsecondary education institution (full-time teaching experience is defined as teaching the equivalent of nine or more semester hours for two semesters a year.)

Applicants may substitute possession of a master's degree for up to one year of the required nonsupervisory administrative experience or up to eighteen months of the required teaching experience. A doctorate degree may be substituted for up to two years of the required nonsupervisory administrative experience or three years of the required teaching experience.

INTERESTED?

WE WANT YOUR RESUME BY JANUARY 23, 1998! Mail to:

**Department of Consumer Affairs
Human Resources
P.O. Box 980428
West Sacramento, California 95798-0428**

NOTE: *Your resume should describe in detail your specialty. Remember to include whether your employment was full or part time (hours per week); exact beginning and ending dates of employment; and educational background and experience pertinent to this type of position. Please complete the "Conditions of Employment" and return it with your resume. If you have any questions or would like to obtain a copy of the position duty statement, please call our Employee Development Information Line at (916) 324-4994.*

RETURN THIS DOCUMENT WITH YOUR RESUME

Name: <i>(please print)</i>	Current Address:
	Phone: ()

If you are successful in this examination, your name will be placed on an active employment list and referred to fill vacancies according to the conditions you specify on this form.

1. SPECIALITY: Incumbents for this position typically provide consultative services to private postsecondary educational institutions. Please designate your specialty if applicable.

<input type="checkbox"/> Accounting/Bookkeeping <input type="checkbox"/> Animal Care Specialist <input type="checkbox"/> Appliance Repair <input type="checkbox"/> Automotive Repair/Engineering <input type="checkbox"/> Broadcasting, Radio and TV <input type="checkbox"/> Business Administration <input type="checkbox"/> Business Skills, e.g. typing, Keyboarding <input type="checkbox"/> Construction Trades <input type="checkbox"/> Cosmetology/Barbering <input type="checkbox"/> Culinary/Food Preparation and?	<input type="checkbox"/> Fashion <input type="checkbox"/> Healing Arts, Please Specify Example: _____ <input type="checkbox"/> Dental Assistant <input type="checkbox"/> Medical Assistant <input type="checkbox"/> Physician's Assistant <input type="checkbox"/> Physical Therapy <input type="checkbox"/> Respiratory Therapy <input type="checkbox"/> HVAC <input type="checkbox"/> Information System/Computer <input type="checkbox"/> Technology—Please specify <input type="checkbox"/> Interior Decorating	<input type="checkbox"/> Languages--Foreign <input type="checkbox"/> Massage Therapy and Related Arts <input type="checkbox"/> Performing Arts <input type="checkbox"/> Physical fitness <input type="checkbox"/> Real Estate Related, Please Specify Example: _____ <input type="checkbox"/> Religion <input type="checkbox"/> Security/Protection Field <input type="checkbox"/> Shorthand/Court Reporter <input type="checkbox"/> Other—Please Describe _____
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2. VETERAN STATUS: Please check your veteran status below if applicable:

<input type="checkbox"/> Veteran <input type="checkbox"/> Widow or widower of a veteran	<input type="checkbox"/> Spouse of a 100% disabled veteran <input type="checkbox"/> Disabled veteran
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3. LOCATIONS IN WHICH YOU ARE WILLING TO WORK: Please place a check mark (✓) next to your choices - You Will Not Be Offered A Job In Locations Not Checked. If more than 15 selections are made, you may be considered available for work anywhere in the State.

<input type="checkbox"/> 0005	State of California	<input type="checkbox"/> 8004	Northern Region	<input type="checkbox"/> 8001	Central Region	<input type="checkbox"/> 8011	Southern Region
Or choose from specific counties below.							
<input type="checkbox"/> 0100	Alameda	<input type="checkbox"/> 1600	Kings	<input type="checkbox"/> 3100	Placer	<input type="checkbox"/> 4500	Shasta
<input type="checkbox"/> 0200	Alpine	<input type="checkbox"/> 1700	Lake	<input type="checkbox"/> 3200	Plumas	<input type="checkbox"/> 4600	Sierra
<input type="checkbox"/> 0300	Amador	<input type="checkbox"/> 1800	Lassen	<input type="checkbox"/> 3300	Riverside	<input type="checkbox"/> 4700	Siskiyou
<input type="checkbox"/> 0400	Butte	<input type="checkbox"/> 1900	Los Angeles	<input type="checkbox"/> 3400	Sacramento	<input type="checkbox"/> 4800	Solano
<input type="checkbox"/> 0500	Calaveras	<input type="checkbox"/> 2000	Madera	<input type="checkbox"/> 3500	San Benito	<input type="checkbox"/> 4900	Sonoma
<input type="checkbox"/> 0600	Colusa	<input type="checkbox"/> 2100	Marin	<input type="checkbox"/> 3600	San Bernardino	<input type="checkbox"/> 5000	Stanislaus
<input type="checkbox"/> 0700	Contra Costa	<input type="checkbox"/> 2200	Mariposa	<input type="checkbox"/> 3700	San Diego	<input type="checkbox"/> 5100	Sutter
<input type="checkbox"/> 0800	Del Norte	<input type="checkbox"/> 2300	Mendocino	<input type="checkbox"/> 3800	San Francisco	<input type="checkbox"/> 5200	Tehama
<input type="checkbox"/> 0900	El Dorado	<input type="checkbox"/> 2400	Merced	<input type="checkbox"/> 3900	San Joaquin	<input type="checkbox"/> 5300	Trinity
<input type="checkbox"/> 1000	Fresno	<input type="checkbox"/> 2500	Modoc	<input type="checkbox"/> 4000	San Luis Obispo	<input type="checkbox"/> 5400	Tulare
<input type="checkbox"/> 1100	Glenn	<input type="checkbox"/> 2600	Mono	<input type="checkbox"/> 4100	San Mateo	<input type="checkbox"/> 5500	Tuolumne
<input type="checkbox"/> 1200	Humboldt	<input type="checkbox"/> 2700	Monterey	<input type="checkbox"/> 4200	Santa Barbara	<input type="checkbox"/> 5600	Ventura
<input type="checkbox"/> 1300	Imperial	<input type="checkbox"/> 2800	Napa	<input type="checkbox"/> 4300	Santa Clara	<input type="checkbox"/> 5700	Yolo
<input type="checkbox"/> 1400	Inyo	<input type="checkbox"/> 2900	Nevada	<input type="checkbox"/> 4400	Santa Cruz	<input type="checkbox"/> 5800	Yuba
<input type="checkbox"/> 1500	Kern	<input type="checkbox"/> 3000	Orange				

Advisory Committee

Composition: 15 Members

Five schools - one member from each type of school:

- Degree granting
- Non-degree granting (Not subject to the Maxine Waters provisions)
- Non-degree granting (Subject to the Maxine Waters provisions)
- Registered Institutions
- Small Schools

Five student advocates:

- No more than two legal advocates
- At least three students from regulated schools

Three employers

- One from a technology industry
- Two other types of employers

Two representatives from the regulatory Boards:

- Either Executive Officer or Board Members of the regulatory Boards of DCA or other State regulatory agencies

Special School Advisory Committees

Composition: 5-7 Members

- One committee for each type of school
- One of the members on each type of committee shall be the appropriate committee member from the Advisory Committee

Specialty Committees

Composition: 5-7 Members

- Fee Schedule
- Registered Institutions
- “High Performance” Schools
- Streamlined Application Process
- Citation and Fine Regulations



Bureau for Private Postsecondary and Vocational Education
Application for Committee Member

To: All Interest Parties

If you are interested in serving on one of the Bureau's committees, please complete and return the attached application form.

Please follow these instructions when completing the application form:

1. The information requested should be typed in the spaces provided on the application form. You must explain your answers to questions when requested by providing attachments. The attachments must be numbered according to the question asked.
2. The application form must be signed, dated and completed in full. You should also augment your application by attaching your resume.
3. Your completed application form and all attachments must be stapled together and submitted to:

Department of Consumer Affairs
400 "R" Street, Suite 3000
Sacramento, CA 95814

Sincerely,

MARJORIE M. BERTE
Director

Attachments



Bureau for Private Postsecondary and Vocational Education
Application for Committee Member

Mr. Mrs. Miss	First	Middle	Last	SSN#
Type of Position Sought				
- Advisory Committee				
School Representative	Degree Granting	Non-degree Granting (Not subject to Maxine Waters provisions)	- Non-degree Granting (Subject to Maxine Waters provisions)	
		- Registered Institution	- Small School	
- Student Advocate	- Legal Advocate	- Student from Regulated School		
- Employer Representative	Specify Type of Industry:			
- Regulatory Board Representative	Name of Board/Agency:			
- Special School Advisory Committee				
Representative Of:	Degree Granting	Non-degree Granting (Not subject to Maxine Waters provisions)	- Non-degree Granting (Subject to Maxine Waters provisions)	
	- Registered Institution	- Small School		
- Special Technical Committee				
- Establish Fee Schedule		Specify Type of School:		
- Establish "High" Performance School Requirements		Specify Type of School:		
- Establish Registered Institutions Requirements		Specify Type of School		
- Establish Streamlined Application Process		Specify Type of School		
- Reestablish Citation and Fine Program		Specify Type of School		
- Other: (Please specify)		Specify Type of School		

Personal Information		
Last Name	Date of Birth	Driver's License #:
Spouse's Name		Gender Male Female
Residence Address (Street, City, State, ZIP)		Phone #: FAX #: E-Mail Address:
Name of Company/Business		Title of Your Position
Business Address (Street, City, State, ZIP)		Phone #: FAX #: E-Mail Address:
Background Information		
Work Experience (Current to the last 10 years)		
Name and Address of Employer:	Type of Business and Position Title:	Employment Dates (From and To)
Name and Address of Employer:	Type of Business and Position Title:	Employment Dates (From and To)
Name and Address of Employer:	Type of Business and Position Title:	Employment Dates (From and To)
Name and Address of Employer:	Type of Business and Position Title:	Employment Dates (From and To)
Educational History:		
College/Graduate School & Location:	Degree/Major	Attendance Dates (From and To)
College/Graduate School & Location:	Degree/Major	Attendance Dates (From and To)
Professional Licenses and Certificates		
License/Certificate Type:	Issuing Agency:	Date Issued:
License/Certificate Type:	Issuing Agency:	Date Issued:

Please answer the following questions below and when additional information or an explanation is requested, please provide attachments appropriately numbered to reference the question.

#1	Yes	No	Are you a citizen of a country other than the United States? If yes, please list country.
#2	Yes	No	Do you have a spouse who is currently an employee or appointee of an entity with the DCA? If yes, what is the entity, location and title.
#3	Yes	No	Have you ever been convicted of a violation of any federal, state, county, or municipal law, regulation or ordinance (including traffic violations for which a fine of \$100.00 or more was imposed, this includes driving under the influence of alcohol and/or drugs? If yes, please explain.
#4	Yes	No	Are you currently under federal, state or local investigation for possible violation of a criminal law or ordinance? If yes, please explain.
#5	Yes	No	Have you ever been disciplined or cited for a breach of ethics or unprofessional conduct by or been the subject of a complaint to any court, administrative agency, professional association, disciplinary committee, or other professional group? If yes, please explain.

QUESTIONS 6-9 MUST BE COMPLETED BY APPLICANTS WHO WISH TO REPRESENT SCHOOLS

#6	Yes	No	Does the institution, or an owner, person in control, director, or officer have unpaid financial liabilities involving the improper acquisition, use, expenditure, or refund of state or federal financial aid funds? If yes, please explain.
#7	Yes	No	Has the owner, person in control, director, or officer of the institution owned or served as a director or officer of an institution that is now closed? If yes, please explain.
#8	Yes	No	Has the owner, person in control, director, or officer of the institution had the capacity, directly or indirectly, to direct or influence the management, policies and conduct of an institution that is now closed? If yes, please explain.
#9	Yes	No	Does the owner, person in control, director or officer of the institution owe full refunds or compensation for actual damage to students resulting from the closure of an institution? If yes, please explain.

Please explain why you wish to serve on the committee for which you are applying.

Date: _____

By: _____

Applicant's Signature

Bureau for Private Postsecondary and Vocational Education

Recruiting for Student Advocates

The Bureau for Private Postsecondary and Vocational Education is recruiting for Student Advocates to represent students of your institution on the Bureau's Advisory Committee.

The Bureau requests that students of your institution nominate a student to represent your institution. The nomination should be submitted to:

**Department of Consumer Affairs
400 "R" Street, Suite 3000
Sacramento, CA 95814**

There are only three positions available on the Committee. Therefore, only one student from each institution will be considered. Positions will be filled during the month of January, so please submit your nominations as soon as possible.

**MARJORIE M. BERTE
Director, Department of
Consumer Affairs**